

OJP



Safe Havens:
Supervised
Visitation and
Safe Exchange
Grant Program

**Fiscal Year 2002
Application &
Program Guidelines**

Letter of Intent

Deadline: April 3 , 2002

GMS Registration

Deadline: April 10, 2002

Application

Deadline: April 24, 2002

**U.S. Department of Justice
Office of Justice Programs**
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Washington, D.C. 20531

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World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

Safe Havens: Supervised Visitation and Safe Exchange Grant Program
Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm

March 13, 2002

Dear Colleague:

The Violence Against Women Office (VAWO) is pleased to announce the availability of funding for the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program). This funding is intended to create safe places for visitation with and exchange of children in cases of domestic violence, child abuse, sexual assault, or stalking. By statute, grants under the Supervised Visitation Program may be awarded to States, units of local government, and Indian tribal governments that propose to enter into or expand the scope of existing contracts with public or private nonprofit entities to provide supervised visitation and safe exchange of children.

The Office of Justice Programs (OJP) requires that all applications be submitted through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will streamline the processing of your request for funding. Additionally, to expedite the peer review of applications, VAWO asks applicants to submit an original and 4 copies of their application via overnight delivery to:

The Violence Against Women Office
Attn: Michelle Dodge
c/o The Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20001

The submission of hard copies will greatly assist VAWO with the peer review process and help to decrease the amount of time between the application due date and the announcement of award recipients.

Please use the following application guidelines to assist you in preparing your application for this new grant program. Applications must be submitted to OJP electronically through GMS no later than 9:30pm (EST) April 24, 2002 and hard copies must also be postmarked no later than April 24, 2002. However, in order to allow adequate time to register on the online system, applicants must register at least two weeks prior to the application deadline. VAWO will begin accepting applications immediately.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the attached package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process: 1-888-549-9901.

If you have any *programmatic* questions regarding the Supervised Visitation Program, you may contact Michelle Dodge at (202) 353-7345. We look forward to receiving your application.

Diane M. Stuart
Director
Violence Against Women Office

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-binding letter of intent**, to VAWO by **April 3, 2002**. You may email or fax the letter of intent. Please direct emails to Dodgem@ojp.usdoj.gov and faxes to VAWO at (202) 354-4129. "Letter of Intent" should appear in the subject line of your email. Please do not submit both an email version and a fax version. Only one is necessary. We will use these letters to forecast the number of peer review panels needed to review competitive applications, and double submissions will hamper an accurate count.

Please note that **final applications are due online through GMS by 9:30 (EST) April 24, 2002**. The original and 4 hard copies must be sent to VAWO via overnight delivery with a postmark that is no later than April 24, 2002. In addition, applicants should register online with GMS, at the GMS website, at least two weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply. **Applications sent by fax will not be accepted.**

FY 2002 Safe Havens: Supervised Visitation and Safe Exchange Grant Program Application Checklist

A completed application will include items submitted on the Internet through OJP's GMS and the original and 4 hard copies mailed to the Violence Against Women Office. Please follow the 3 steps below using this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS:

(See Quick-Start Guide in Appendix B)

- G Application for Federal Assistance (SF-424)
Note: Applicants submit online.
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Project Narrative, Abstract, and Summary Data Sheet
Note: Submit online as an attachment.
- G Budget Details
Note: Submit online as an attachment, and include the Budget Detail Worksheet, Budget Summary and Budget Narrative as part of this attachment.
- G Other Program Attachment
Note: Submit online as attachments.

Step Two: Fax the following required documents:

These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to both 202/354-4129 and 202/354-4147.

Please include the program title of the VAWO program to which you are applying, the "Safe Havens: Supervised Visitation and Safe Exchange Grant Program", the applicant's name and your GMS application number on each page of each document. If these documents are available electronically, please submit them online as "other program attachments."

- G Memorandum of Understanding (or Letter of Collaboration)
- G Letter of Nonsupplanting

G Indirect Cost Agreements, if applicable

Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired, follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

Step Three: Submit Via Overnight Mail an Original and 4 copies of the following documents:

Important: Please include the title of the VAWO program to which you are applying, the Safe Havens: Supervised Visitation and Safe Exchange Grant Program, the applicant's name, and the applicant's GMS application number on each page of each document.

- G Summary Data Sheet**
- G Project Narrative and Abstract**
- G Budget Detail Worksheet**
- G Budget Narrative**
- G Memorandum of Understanding (or Letter of Collaboration)**

All materials must be sent to VAWO via overnight delivery with a postmark that is no later than April 24, 2002.

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INTRODUCTION

The Violence Against Women Office (VAWO) of the Office of Justice Programs (OJP), United States Department of Justice (DOJ), was created in 1995 to implement the Violence Against Women Act (VAWA) and to provide national leadership against domestic abuse, sexual assault, and stalking crimes. Since its inception, VAWO has launched a comprehensive, multifaceted approach to implementing the VAWA to ensure prosecution of the new federal crimes contained in the VAWA and related laws, informing federal policy makers pertaining to civil and criminal justice for victims of domestic violence, sexual assault and stalking, and administering VAWA formula and discretionary grants to help states, territories, tribes, and local communities transform the ways in which their criminal justice systems respond to violent crimes against women. By forging partnerships among police, courts, the judiciary, and local service providers, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders criminally accountable for their violence.

The Violence Against Women Act of 2000 (VAWA 2000), signed into law on October 28, 2000, expands laws and programs addressing domestic violence, sexual assault, and stalking. VAWA 2000 establishes new programs, strengthens federal laws, and reauthorizes grant programs created by VAWA and subsequent legislation. VAWA 2000 specifically addresses the special needs of victims and their children by establishing a new grant program to increase the availability of supervised visitation and exchange programs which provide safe, neutral, child centered environments where trained personnel oversee time-limited visits or exchanges between children and their non-custodial parents.

The Safe Havens: Supervised Visitation and Exchange Grant Program (Supervised Visitation Program) provides an opportunity for communities to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. Studies have shown that the risk of violence is often greater for victims of domestic violence and their children after

separation from an abusive situation.¹ Even after separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical and/or psychological abuse on victims and their children. Projects funded under the Supervised Visitation Program should be grounded in the belief that domestic violence is an attempt by one family member to gain control over other family members.

Visitation and exchange services, provided through the Supervised Visitation Program, should reflect an understanding of the dynamics of domestic violence, sexual assault,

and stalking, the impact of domestic violence on children; and the importance of holding offenders accountable for their actions.

ELIGIBILITY AND SELECTION

A. Applicants

By statute grants under the Supervised Visitation Program may be awarded to **States, Indian tribal governments,² and units of local government** that propose to enter into or expand the scope of existing contracts and cooperative agreements with public or private entities to provide supervised visitation and safe visitation exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault or stalking. All applicants are encouraged to enter into a collaborative working relationship with State or local courts and a nonprofit, nongovernmental entity in the local community served, including the state or tribal domestic violence coalition, state or tribal sexual assault coalition, local shelters, and programs for domestic violence and sexual assault victims.

For the purposes of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the

¹ Jaffe, P.G., "Children of domestic violence: Special challenges in custody and visitation dispute resolution." In J. Carter, C. Heisler, & M. Runner (Eds.), *Domestic violence and children: Resolving custody and visitation disputes, a national judicial curriculum*, (San Francisco: Family Violence Prevention Fund), pp.22-30.

² For the purposes of this grant program, *Indian tribe* is defined as any tribe, band, nation or other organized community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. 1601 et seq.), which is recognized as eligible for the special program and services provided by the United States to Indians because of their status as Indians. (25 U.S.C. Section 450b(e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution for the constituent tribal governments and/pr organizations supporting the application.

Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, and the Trust Territory of the Pacific Islands. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not** units of local government for the purposes of this grant program. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to the Violence Against Women Office for support.

B. Types of Grantees

Implementation Grants

Implementation grants may be awarded to assist applicants with the initial implementation of a supervised visitation center or to enhance and improve the services of an existing center. **States are eligible to apply for multi-jurisdictional funding. However, statewide initiatives must meet statutory and program requirements for each jurisdiction involved in the project.**

Implementation funds may be used for, but are not limited to, the following activities:

- ☐ Establishing supervised visitation and safe exchange services to meet a demonstrated need;
- ☐ Strengthening and enhancing existing program operations;
- ☐ Expanding center services;
- ☐ Funding innovative "pilot programs";
- ☐ Establishing statewide training and technical assistance projects;
- ☐ Increasing center staff; and
- ☐ Expanding operating hours
- ☐ Enhancing security; and
- ☐ Developing training for staff and volunteers.

Planning Grants

Planning grants may be awarded to assist applicants with the planning and development of a supervised visitation center. **(Applicants who have completed,**

or are in the process of completing, the planning process should apply for implementation funds.)

Planning funds may be used for, but are not limited to, the following activities:

- ☐ Funding a project coordinator;
- ☐ Coordinating and conducting planning meetings;
- ☐ Establishing collaborative partnerships;
- ☐ Developing a strategic plan for establishing visitation and exchange services;
- ☐ Developing standards and protocols; and
- ☐ Visiting model centers in other jurisdictions.

Demonstration Sites

In FY 2002 VAWO intends to fund a three year demonstration initiative to identify, develop, and implement promising practices in the field of supervised visitation. Up to six sites will be funded to develop model programs to improve the delivery of supervised visitation and safe exchange services. Objectives of the initiative will include development of standards and protocols for supervised visitation and safe exchange, implementation of enhanced security measures, expansion of community partnerships, and creation of specialized services to meet the needs of victims and their children within the targeted community.

The selection process for the initiative will be multi-staged. Based upon supplemental material received from applicants, VAWO will select 10 jurisdictions for consideration. The final selection process may involve site visits from VAWO staff. In addition, applicants may be asked to participate in conference calls and provide additional information regarding their plans for the demonstration initiative.

Successful applicants will receive up to \$500,000 in federal funding and will be expected to enter into cooperative agreements with OJP. Demonstration sites will work closely with evaluators and technical assistance providers to identify community needs, enhance center facilities and services, and improve safety for victims of domestic violence, child abuse, sexual assault and stalking. Activities for the demonstration initiative may include, but are not limited to: participating in an initial planning meeting, conducting a community-based needs assessment, developing an implementation plan, conducting program evaluation, and participating in cross-site conference calls and meetings.

Applicants for planning or implementation grants may also be considered for the demonstration initiative. Please note that successful applicants for the demonstration initiative will not be awarded funding as a planning or implementation grantee. Applicants who wish to be considered for the demonstration initiative

should submit the required supplemental information as part of their project narrative. **(See Supplemental Information for Demonstration Initiative on page 13.)**

C. Review Process

OJP will convene expert panels to review all applications, using the selection criteria set forth below. Applications that best meet the selection criteria also will be reviewed by OJP staff. Based on the panel recommendations and staff analyses of the applications, the Assistant Attorney General of OJP will make the final funding decisions.

D. Selection Criteria

All applications will be rated on the basis of the criteria set forth below.

- ☐ The application clearly demonstrates development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, child abuse, sexual assault, or stalking;
- ☐ Applicants demonstrate, through a MOU (or Letter of Intent to Collaborate), that the applicant and its collaborative partners have adopted (or plan to adopt) a comprehensive plan to increase access to supervised visitation services for victims of domestic violence, child abuse, sexual assault, or stalking. This MOU must be signed by the applicant and all project partners;
- ☐ The application addresses the statutory considerations of the Supervised Visitation Program;
- ☐ The application addresses the extent to which the proposed project addresses the needs of underserved populations;
- ☐ The proposed project demonstrates meaningful attention to victim safety;
- ☐ The application provides information on the number of families to be served;
- ☐ The application clearly describes the community to be served, including diverse, traditionally underserved populations of victims of domestic violence, child abuse, sexual assault, and stalking;
- ☐ The proposed project activities reflect sound development and thoughtful innovation;

- ☐ The planning, development, and implementation strategy, organization and staff capability, project components, and general time line are clearly described;
- ☐ The budget is reasonable, as it relates to proposed project activities; and
- ☐ The application includes plans to measure program effectiveness and share the results of the project with other jurisdictions that may be interested in adopting similar approaches.

AVAILABILITY OF FUNDS

A. Award Period

The award period for planning and implementation grants will be 24 months. Budgets must reflect activity for the full length of the proposed project.

B. Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. It is unlikely that OJP will make awards in excess of the amounts listed below. *(The amounts listed below reflect 24 months of funding).*

Tribal Planning Projects	\$ 120,000
Tribal Implementation Projects	\$ 350,000
Local Planning Projects	\$ 120,000
Local Implementation Projects	\$ 350,000
State Planning Projects	\$ 120,000
State Implementation Projects	\$ 750,000

C. Future Funding

The Supervised Visitation Program is a discretionary grant program and has not been authorized beyond FY 2002. All applicants should describe how project activities would be maintained and/or institutionalized in the absence of continued federal support.

SCOPE OF THE PROGRAM

A. Statutory Considerations

In Fiscal Year (FY) 2002, the Violence Against Women Office (VAWO) is interested in funding jurisdictions which have implemented, or plan to implement, innovative programs to increase supervised visitation and exchange options for families with a history of domestic violence, child abuse, sexual assault or stalking. The following statutory considerations will be taken into account when awarding grants:

- ☐ The number of families to be served by the proposed visitation programs and services;
- ☐ The extent to which the proposed supervised visitation programs and services serve underserved populations;³
- ☐ The extent to which the applicant demonstrates cooperation and collaboration with nonprofit, nongovernmental entities in the local community serves, including the State or tribal domestic violence coalition, State or tribal sexual assault coalition, local shelters, and programs for domestic violence and sexual assault victims; and
- ☐ The extent to which the applicant demonstrates coordination and collaboration with State and local court systems, including mechanisms for communication and referral.

B. Program Activities

In FY 2002, the Office of Justice Programs (OJP) is interested in funding jurisdictions which have implemented, or plan to implement, innovative programs to increase

³ The term "underserved populations", as defined in section 2003 of Title I of the Omnibus Crime Control and Safe Street Act of 1968 (42 U.S.C. 3796gg-2), includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the State planning process in consultation with the Attorney General.

supervised visitation and exchange options for families with a history of domestic violence, child abuse, sexual assault or stalking. Projects which may be funded by the Supervised Visitation Program include, but are not limited to, those that address:

- ☐ Establishment or expansion of supervised visitation and exchange services;
- ☐ Development of community based advisory committees to plan and/or implement visitation and exchange of services;
- ☐ Development and implementation of policies and procedures regarding security, intake, case referral, record keeping, and confidentiality;
- ☐ Enhancement of program services to address special needs of the target population (e.g., therapeutic services, directed visitation services, parent education groups); and
- ☐ Development and implementation of effective training for project staff and volunteers.

All projects must be developed in collaboration with State or local courts and nonprofit, nongovernmental domestic violence or sexual assault programs. The role of the nonprofit, nongovernmental program should be meaningful and ongoing and include compensation for participation. Applicants are strongly encouraged to develop projects to increase supervised visitation and exchange options for limited English proficiency clients and other traditionally underserved populations.

C. Minimum Requirements

Applicants for the Supervised Visitation Program must meet the statutory requirements outlined below. *(Applicants should address these requirements in the Program Narrative section of the application).*

By statute, all applicants must:

1. Demonstrate expertise in the area of family violence, including the areas of domestic violence or sexual abuse, as appropriate;
2. Ensure that any fees charged to individuals for use of programs and services are based on the income of those individuals, unless otherwise provided by court order;
3. Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, are in place for the operation of supervised visitation programs and services or safe visitation exchange; and
4. Prescribe standards and protocols by which supervised visitation or safe exchanges

will occur.

D. Activities that May Compromise Victim Safety

Ensuring victim safety is a guiding principle of the Supervised Visitation Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, failing to provide adequate security during supervised visits and exchanges may place victims at greater risk of continuing or escalating violence. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

- ☐ Mediation, alternate dispute resolution, or family counseling as a response to domestic violence, sexual assault, or stalking. Mediation implies that all parties are responsible for the abusive behavior of the perpetrator. Mediation also presumes that all parties have equal power and can negotiate a mutually agreeable settlement. Where there is domestic violence, sexual assault, or stalking; however, one party has controlled the other through sexual, physical, emotional, and /or economic abuse. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and family counseling dangerous and ineffective in such cases.
- ☐ Offering perpetrators the option of entering pre-trial diversion programs. Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used as a means of managing the docket rather than serving the interests of justice.
- ☐ Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Such programs must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority. For that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus on controlling anger and impulses, managing emotions, developing communication skills, and dealing with stress are not designed to hold batterers to this level of accountability.
- ☐ Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree. Adult victims are in the best position to know what actions could increase or jeopardize their safety. Courts and supervised visitation programs should not mandate counseling or other services for victims as a requirement to receiving visitation or exchange services. Programs should refer clients to victim service agencies for information about possible legal remedies and available social services.
- ☐ Programs that exclude victims and their children from receiving services based

on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children. Victim safety is compromised when victims are excluded from services. Programs should institute policies and procedures which ensure that visitation and exchange services are available to all victims of child abuse, domestic violence, sexual assault or stalking.

APPLICATION CONTENT AND GUIDELINES

Under the Grants Management System (GMS), the Application for Federal Assistance (SF-424) will be completed online (See Quick Start Guide in GMS in Appendix B). The summary data sheet, project abstract and narrative, budget narrative, which includes the budget worksheet, and other program attachments will be submitted online as attachments. The MOU or Letters of Intent to Collaborate and letters of certification and supplanting will be submitted by fax (or online under "other program attachments" if applicants have these documents available electronically). **The original application and four (4) hard copies of the application must be sent to VAWO via overnight delivery with a postmark that is no later than April 24, 2002.**

To help us review your application, please limit your attachments to word processing and/or spreadsheet files. The application should be no longer than necessary, but should not exceed 20 double-spaced, typed pages on 8 1/2 x 11 inch paper. (Applicants who are also applying as demonstration sites are limited to 30 pages). Margins must not be less than 1 inch, and type no smaller than 12 point and 12 characters per inch must be used.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

A fully executed application, for the purposes of this program, must include the following:

A. Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number of this program is 16.527. The title is Safe Havens: Supervised Visitation and Safe Exchange Grant Program. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

B. Summary Data Sheet

Provide the following project information, on one page:

- ☐ Legal name of applicant;
- ☐ Contact information, including email address, for the project director or primary person to be contacted on matters involving the application;
- ☐ Name, address, phone number and fax number for the visitation center(s) involved in the proposed project;
- ☐ MOU signatories; and
- ☐ Type of application (i.e. implementation, planning, or demonstration initiative)

C. Project Abstract

Provide a one page description of the proposed project. Include the following information:

- ☐ Goals and objectives of the proposed project (1-2 paragraphs);
- ☐ Who will implement the project (1 paragraph); and
- ☐ A listing of active federal grants currently funding the proposed project.

D. Project Narrative

The Project Narrative should include the following information:

1. Need for the Project (not to exceed one page)

This section should briefly a) describe the problem to be addressed and how funding would alleviate it; b) identify the target population and state how the target population would benefit from the proposed project; and c) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

2. What Will be Done (not to exceed five pages)

- a. Planning grant applicants** should submit a statement describing how the proposed project would assist the jurisdiction in addressing the identified need, the issues to be addressed during the planning process, and the expected outcomes. Applicants for planning grants should provide detailed information on the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each goal and objective, and include a time line that identifies when those activities will be accomplished.
- b. Implementation grant applicants** should submit a statement describing how the proposed collaborative project would assist the jurisdiction in addressing the identified need. Applicants for implementation grants should provide detailed information on the project goals and objectives,

mechanisms for referral, describe the specific tasks and activities of each collaborative partner, and include a time line that identifies when project activities will be accomplished. In addition, applicants must include a description of services currently offered by the existing program and how these services will be enhanced by the proposed collaborative project.

3. Program Specifications (not to exceed 5 pages)

Applicants for Implementation grants should submit a detailed description of the proposed visitation and exchange center. This description should include information on the following program specifications:

- ☐ Philosophy and purpose of the visitation center
- ☐ Scope of proposed visitation and exchange services
- ☐ Types of families to be serviced by the project
- ☐ Hours of operation
- ☐ Program security
- ☐ Record keeping and confidentiality
- ☐ Referral process
- ☐ Intake procedures
- ☐ Fee protocols
- ☐ Proposed level of staffing
- ☐ Job descriptions and resumes for key staff
(*This information should be appended to the application*)
- ☐ Training requirements for staff and volunteers
- ☐ Composition and role of existing or proposed advisory committee

4. Who Will Implement the Project (not to exceed one page)

All applicants must identify the agency or office responsible for carrying out the project. This section should identify clearly all of the project partners, specifying their respective roles and responsibilities and the collaborative relationship to be developed/enhanced among criminal justice system practitioners, domestic violence advocates, and other community services providers. Applicants are required to coordinate in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs. Applicants should identify the victim services programs partnering on the proposed project and clearly describe how those project partners meet the criteria for domestic violence services programs outlined in this solicitation.

5. The Products (not to exceed one page)

This section should describe the products that will be generated by the grantee and how they could be used to assist other jurisdictions that wish to implement safe visitation and exchange programs. Grantees will be required to submit all products to VAWO for review prior to public release.

6. How Success Will be Measured (not to exceed one page)

All applicants should describe the criteria that will be used to measure the project's effectiveness. This section should explain how the applicant will collect the required data to determine the effectiveness of the procedures, technology, or services supported with the grant funds. If appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined during the remainder of the project period.

7. Sustainability Plan (not to exceed one page)

Because this is a discretionary program, there is no guarantee of continuation funding. Applicants are required to include a statement describing their willingness and capacity to continue the project after Supervised Visitation Program grants are no longer available.

8. Related Federal Projects (not to exceed two pages):

In order to encourage better coordination among federal agencies in addressing State and local needs, all applicants are requested to provide the following information in their applications:

- ☐ Active federal grant awards from OJP Bureaus or Program Offices, the Office of Community Oriented Policing Services, or other federal agencies already supporting this or related efforts.⁴ For each, the program/project title; the federal grantor agency; the federal award amount; and a very brief description of its purpose must be included;
- ☐ Information on any pending application(s) for federal money for this or related efforts; and,
- ☐ How these would be coordinated with the funding sought through this application.

9. Supplemental Information for the Demonstration Initiative
(not to exceed ten pages):

⁴ The term *related efforts* is defined for these purposes as: 1) having the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants); 2) being another phase or component of the same program/project (for example, to implement a planning effort funded by other federal monies; and/or 3) providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in your application.

Applicants who are interested in applying for the demonstration initiative should submit a three to four page statement describing their ability to meet the criteria outlined below.

1. Demonstrated ability to effectively establish and maintain collaborative relationships with governmental and nongovernmental systems within the community.
2. Support from community leadership.
3. Willingness to participate in a national evaluation of supervised visitation programs.
4. Willingness to work closely with VAWO staff in the direction and administration of the project.

Additionally, applicants should submit a detailed response (no more than six pages) to the following:

1. Describe the scope and nature of domestic violence, child abuse, sexual assault and stalking cases currently referred to community visitation centers.
2. Outline the strengths and weaknesses of the current or proposed visitation project.
3. List the proposed project partners. Describe prior collaborative efforts between these agencies.
4. Explain how the community would use demonstration funds to enhance the success of the proposed or existing visitation program.

E. Budget and Budget Narrative

Each application must include a detailed budget and budget summary for the project. Any supplemental contributions can be discussed in the project narrative, however these contributions should not be included in the budget, budget narrative, or SF 424. The project budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. In developing the budget, applicants should bear in mind that all partners, private and public, should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend required technical assistance workshops.

A Budget Detail Worksheet is included in this Application Kit as Appendix F. You will submit your budget, budget summary and budget narrative online as an attachment under “Budget Details.” When preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed.

The budget and budget narrative should describe clearly the proposed amount, uses of grant funds over the grant period, and how the amounts of the specific budget items were determined.

Applicants should include in their budget narratives detailed justification for all items budgeted, paying particular attention to the impact on, or connection to, a coordinated community response. Furthermore, applicants must provide assurances that these items will be used primarily to achieve the goals and objectives of the project funded. Consultant rates in excess of \$450 per day require prior approval by VAWO.

*All applicants are required to allocate \$ 10,000 per year (\$15,000 for Statewide Implementation projects) to support travel costs associated with technical assistance and capacity building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. The amount should be included in the “travel” category. **Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).** These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the VAWO. If awarded, VAWO will provide you with information on approved technical assistance activities.*

Match is not required for this grant program; however applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both; *however, **do not** include match contributions in the budget or SF-424 form.*

Applicants are also encouraged to include funds in their budgets to attend financial management training seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

F. Memorandum of Understanding

Each application must include, as an attachment, an MOU ⁵ developed and signed by

⁵ A coordinated community response to domestic violence, child abuse, sexual assault and stalking can be achieved only when all partners enter into a formal, respectful collaboration. Collaboration should be considered the most interactive way of working together while still retaining the separate identities of all the agencies and organizations involved. All parties need to acknowledge that

the chief executive officers and/or directors of all participating agencies including local courts and nonprofit, nongovernmental programs entities that will collaborate to plan, develop and implement the project. *(See Sample MOU in Appendix D)*. The MOU must:

- ☐ Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ☐ Specify the extent of each party's participation in developing the application;
- ☐ Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ☐ Identify the representatives of the planning and development team who would be responsible for planning, developing and implementing project activities, and describe how they would work together and with project staff;
- ☐ Demonstrate a commitment on the part of all partners to work together to achieve project goals;
- ☐ Indicate approval of the proposed project budget by all signing parties; and,
- ☐ Describe the resources each partner would contribute to the project, either through time, in-kind contributions or grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the MOU. Applicants for Planning grants may submit Letters of Intent to Collaborate in lieu of an MOU, for VAWO's review and approval. See *Sample Letter of Intent to Collaborate at Appendix D*.

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU or Letter of Intent to Collaborate to (202) 354-4129 and (202) 354-4147. All faxed attachments should be labeled with "Safe Havens: Supervised Visitation and Safe Exchange Grant Program" and include the application number assigned by GMS.

each agency or organization has a special function, a particular authority, and valuable services that it brings to the **joint** effort. Participants in respectful collaborations bring separate organizations into a new structure with full commitment to a common mission. Such relationships require comprehensive planning and well-defined channels of communication at all levels. The collaborative body determines authority. The risk to each participating agency or organization is greater because each partner contributes its resources and its reputation. Potential imbalance of power always should be addressed and overcome. In the end, all partners should secure the resources jointly and share the results and rewards.

G. Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

This package includes a list of *Assurances* (see Appendix F) that the applicant must comply with to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through GMS.

The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will provide or continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which DOJ will rely in making awards.

H. Non-Supplantation Letter

All applicants must submit a letter to the Assistant Attorney General of OJP certifying that no supplantation of non-federal funds will take place should a grant award be made. This letter must be signed by a duly authorized government official. A Sample Non-Supplanting Letter is contained in Appendix H.

PROGRAM GUIDELINES

A. Coordination with State or Local Courts and Nonprofit, Nongovernmental Domestic Violence or Sexual Assault Programs

All applicants are required to enter into a formal Memorandum of Understanding (MOU) with state or local courts and a nonprofit, nongovernmental organization serving victims of domestic violence or sexual assault. In developing applications for the Supervised Visitation Program, applicants are encouraged to consider some important distinctions between victim advocates who work for:

- ☐ Governmental agencies (e.g., the police department or the district or city attorney's office);
- ☐ Nonprofit, nongovernmental domestic violence or sexual assault programs (e.g., shelters, advocacy groups, or coalitions); and
- ☐ Legal advocacy centers (e.g., law school clinics, legal service agencies, or independent attorneys).

While there is an important role for *all* victim advocates to play in the creation of a coordinated community response to domestic violence and sexual assault, the Supervised Visitation Program requires the participation of nonprofit, nongovernmental sexual assault or domestic violence victims services programs in the development and implementation of the project. This does not preclude applicants from requesting support for governmental victim services or legal advocacy centers, but the budget and budget narrative must distinguish between the three and should include fair compensation for the contributions of nonprofit, nongovernmental victim service agencies. In addition, if funding is requested for governmental victim assistance, nonprofit, nongovernmental victim advocacy or legal advocacy, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

B. Advisory Committee

Visitation programs that serve families who have experienced domestic violence, child abuse, sexual assault, and stalking should develop formal affiliations with organizations that will be available to provide services and consultation to the programs in their work with children and parents. Applicants must establish an advisory board which includes experts in the following fields: child abuse and neglect, mental health, substance abuse counseling, batterers' intervention, law enforcement, child protection services, and advocacy for victims of domestic violence and sexual assault.

C. Coordination with the STOP Formula Grants Program

To ensure the consistency of State goals with respect to reducing violence against women, States that apply for funds through the Supervised Visitation Program are encouraged to administer the program through the same agency that administers the STOP Violence Against Women Formula Grant Program, unless there is a compelling reason to place responsibility for this program with a different agency. State applicants are required to submit a copy of the application to the State agency that administers the STOP Program to facilitate coordination with that program in their respective States. In addition, applicants are encouraged to coordinate with Victim of Crime Act (VOCA) funded programs in their State. Additional information on VOCA projects can be

obtained through the State VOCA Administrator. (A list of these State agencies may be found on the OJP website at www.ojp.usdoj.gov/state.htm.)

D. Coordination with Other OJP Bureaus, Program Offices, and Other Federal Agencies

All applicants should specify additional funding which they currently receive or which they are applying from other OJP Bureaus and Program Offices. These are: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; the Drug Courts Program Office; and the Executive Office of Weed and Seed. Applicants also are encouraged to provide information on related funding they may be receiving from the Department of Justice's Office of Community Oriented Policing Services and from offices and bureaus in other federal agencies.

E. VAWO Technical Assistance Program

Grant recipients must agree to work closely with VAWO staff and technical assistance providers. Successful applicants will be expected to participate in training and technical assistance events sponsored by VAWO. As participation in these activities or events often will involve out-of-state travel, applicants are required to include at least \$10,000 per year (\$15,000 for Statewide implementation projects) in the project budget to support travel costs associated with these activities. This amount should be included in the budget's "Travel" category, should be accompanied by an estimated number of trips, and should be broken down into estimated costs associated with each trip (airfare, lodging, per diem, cab fare, etc.). The trips can be designated as "VAWO Technical Assistance travel, location to be determined". Additionally, any portion of this amount that would be used to support the travel of nonprofit partners must appear in the "Contracts" category and the dollar amount must be designated clearly as travel funds for the non-profit partners.

ADMINISTRATIVE REQUIREMENTS

A. Single Points of Contact Review

Executive Order 12372 requires applicants from states and units of local government or other organizations providing services within a State to submit a copy of the application to the State Single Points of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the

application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. The listing of State SPOCs can be found at the following web address:
www.whitehouse.gov/omb/grants/spoc.html.

B. Civil Rights Requirements

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. If any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the OJP Office of Civil Rights. All applicants should consult the *Assurances* required with the application forms to understand the applicable legal and administrative requirements.

C. Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-

award review, and post-award monitoring and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. *All applications must include a letter to OJP's Assistant Attorney General of the Office of Justice Programs (see Appendix C for sample letter) signed by the applicant's authorizing official certifying that federal funds will not be used to supplant state or local funds.*

D. Protection of Human Subjects of OJP Funded Research and Statistical Activities

DOJ is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule.

Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

Since you are required to collect data in connection with this grant, you should be aware that regulations, which are applicable when OJP funds are used, require that, if you use OJP funds to collect, analyze, transfer, or otherwise use or dispose of data/information that is identifiable to a private person, you must have policies and procedures for maintaining the confidentiality of such data/information. 28 CFR Part 22 - "Confidentiality of Identifiable Research and Statistical Information". Confidentiality is required throughout the information or data collection process and thereafter (collection of data through termination of the project and disposition of the data) under the regulations. In addition, please be advised that each applicant for OJP funds or support must submit a document called a "Privacy Certificate" in connection with its grant application, if there is a research or statistical project component of the grant or contract, including a data collection activity, and information identifiable to a private person will be (or is intended to be) collected. Please see 28 CFR section 22.23. For this purpose, "private person" means any individual, partnership, corporation, association, public or private organization, and includes an individual acting in his or her official capacity. The definition of "private person" does not include an agency or department of Federal, State, or local government, or any component or combination thereof. 28 CFR section 22.2 Thus, applicants are advised to review the Part 22 confidentiality requirements, in particular, section 22.23, which explains the exact information that needs to be included in an applicant's Privacy Certificate.

E. Purchase of American-Made Equipment and Products

To the greatest extent practicable, all equipment and products purchased with grant funds should be American-made as required by the FY 1997 Appropriations Act.

F. Violence Against Women Online Resources

Any materials, including curricula, manuals, model policies, or promising practices, developed with funding from the Supervised Visitation Program must be made available to the public online through VAWO's website. The materials must be submitted to VAWO formatted for placement on the site.

REPORTING REQUIREMENTS

A. Program Evaluation

As a special condition to any awards made under the Supervised Visitation Program, grantees will be required to cooperate with VAWO, other DOJ components, and its designated contractors on officially-sponsored evaluation initiatives. (Projects to evaluate existing programs addressing supervised visitation and safe exchanges cannot be funded through this solicitation).

B. Measuring Performance and Effectiveness

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

The second is an **Effectiveness Measure**. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their projects, and the Attorney General must now report to Congress on the effectiveness of each grant program. Therefore, grantees funded under the Supervised Visitation Program must collect and maintain data that measures the success of the community's current efforts to increase the availability of supervised visitation and safe exchange of children in situations involving domestic violence, child abuse, sexual assault, or stalking. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported activities, including increased access to victim services as a result of the project. By statute,

information that grantees must collect includes:

- ☐ The number of individuals served by visitation programs;
- ☐ The number of individuals denied services by visitation programs;
- ☐ The number of underserved individuals receiving services through visitation programs;
- ☐ The number of underserved individuals denied service by visitation programs;

- ☐ Reasons for referral to supervised visitation programs;
- ☐ The number of parental abductions in jurisdictions served by visitation programs;
- ☐ The number of security problems which occur during supervised visitations and safe exchanges; and
- ☐ The number of cases referred to supervised visitation programs by civil, criminal, or family courts.

C. Progress Reports

Grantees are required to submit progress reports twice a year. These reports should be used to describe the performance of activities or the accomplishments of objectives as set forth in the approved award application. Progress reports must be submitted to the Office of the Comptroller within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

D. Financial Status Reports

Financial status reports (SF 269a) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted for every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns may be withheld if the financial status reports are delinquent.

E. Single Audit Report

Recipients who expend \$300,000 or more of federal funds (from all sources including pass-through awards) during their fiscal year are required to submit a single organization-wide financial and compliance audit report. The audit must be performed in accordance with the provisions of OMB Circular A-133. The audit report is due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.

SUSPENSION OF TERMINATION OF FUNDING

OJP may suspend, in whole or in part, terminate funding, or impose another sanction on a grantee for the following reasons:

- ☐ Failure to comply substantially with the requirements or statutory objectives of VAWA and the VAWA 2000, program guidelines issued thereunder, or other provisions of federal law;
Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- ☐ Failure to adhere to the grant requirements, standard conditions, or special conditions;
- ☐ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- ☐ Failure to submit reports; or
- ☐ Filing a false certification in this application or other report or document.

Before imposing sanctions, OJP will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR Part 18.

APPENDIX A

Letter of Intent

**Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531**

To Whom It May Concern:

I intend to apply for funds under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program of the Violence Against Women Office.

Organization: _____

Address: _____

Name: _____

Position: _____

Date: _____

Phone: _____

FAX: _____

E-mail: _____

Type of Application: ☐ **Planning**
 ☐ **Implementation**
 ☐ **Demonstration Initiative**

**Please FAX to 202/354-4129 or
Email to Dodgem@ojp.usdoj.gov.
Please submit by April 3, 2002**

APPENDIX B

Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ **Step 2.** Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2002 Safe Havens: Supervised Visitation and Safe Exchange Grant Program solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424/Application for Federal Assistance* and attach and upload your budget detail and budget narrative, program narrative,

and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, nonsupplantation letter, letter(s) of support and Certification of Compliance) must be faxed to (202) 354-4147 and (202) 354-4149. *You must include your GMS application number and the Program title, Safe Havens: Supervises Visitation and Safe Exchange Grant Program, on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

All applicants including current grantees, intending to apply for this funding are encouraged to submit the non-binding letter of intent included in Appendix A to the VAWO by *April 3, 2002*. You may fax the letter to VAWO at (202) 307-3911. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Please note that final applications are due *April 24, 2002*, and will be accepted through the Office of Justice Program's online *Grants Management System (GMS)* and *accepted by overnight delivery with a postmark that is no later than April 24, 2002*. *In addition, applicants should register online at least two weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.* Applications sent by fax will not be accepted.

APPENDIX C

Application for Federal Assistance (SF-424)

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. EMPLOYER INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div><div>A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District</div><div>H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____</div></div>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></div> TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$.00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, “[insert agency name]”
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant’s Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	Estimated Funding: In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.

17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

Appendix D

Sample Memorandum of Understanding (Or Sample Letter of Intent to Collaborate)

SAMPLE MEMORANDUM OF UNDERSTANDING

The County of _____ is the lead Safe Havens: Supervised Visitation and Safe Exchange Grant Program applicant, and supports the Local Supervised Visitation Center (LSVC). The County of _____ enters into a Memorandum of Understanding (MOU) with the Community Domestic Violence Agency (CDVA), LSVC and the local court system.

I. History of Relationship

The Local Supervised Visitation Center began collaborating with the Community Domestic Violence Agency in 1999. The LSVC and CDVA Directors met regularly to discuss the provision of visitation services to victims of domestic violence. Throughout this relationship, CDVA provided training for LSVC staff and volunteers in the following areas: recognizing signs of domestic violence; methods and strategies for working with victims of domestic violence; and, domestic violence's potential impacts on children and the battered person. LSVC accepts referrals from CDVA and the local court system for women in need of supervised visitation services. Additionally, the LSVC and CDVA Directors continue to meet on a monthly basis to develop a comprehensive plan for building a larger collaboration focused on supporting domestic violence response and supervised visitation.

The partnering organizations' ultimate goal is the protection of domestic violence victims and their children in all settings. As a result, LSVC and CDVA are striving to develop an expanded collaboration including child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates, families, and community groups. The LSVC and CDVA Directors have identified the local court system as a partner, and a representative began attending their monthly planning meetings. The group's immediate goal is to develop an awareness and understanding among the potential collaborators of the unique circumstances surrounding supervised visitation in cases of domestic violence.

II. Development of Application

Discussions regarding the collaborative effort which is proposed in the application and detailed in this Memorandum began in earnest in June, 2000. During their regular monthly meetings, the agency directors and court representative discussed the elements of the application and the appropriate roles for each partner. The LSVC director met with center staff to develop a grant application response. This draft was supplemented with key judicial and CDVA staff recommendations. The LSVC Director also conducted an independent study of similar supervised visitation programs in other jurisdictions. This information enhanced the quality of proposed programmatic elements. Additionally, the directors discussed the application process and expectations with the potential members of the evolving collaboration. These representatives provided input in the initial development phase, and feedback throughout the process. Recent meetings between the Executive Directors, County representatives and local court members have led to the agreement reflected in this Memorandum and the submission of the grant application.

III. Roles and Responsibilities

Community Domestic Violence Agency

The CDVA Executive Director will provide co-leadership with the Director of the LSVC for all non-administrative duties related to developing a cross-agency collaboration between the child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates and community groups.

The CDVA training staff will provide up to three domestic violence awareness training sessions per year to the LSVC. Additional collaboration members will be invited to participate in these sessions.

Refer all domestic violence victims with children in need of supervised visitation or exchange services to LSVC, and follow-up on the outcome of the referrals.

Promote training/education of local law enforcement agencies and court members regarding domestic violence issues and supervised visitation. The CDVA may enter into agreements with these agencies as to the number of training sessions to be provided.

Supervised Visitation Center

Dedicate X number of staff and volunteers to providing supervised visitation services to families impacted by domestic violence, child abuse, sexual assault and stalking.

Provide facilities (e.g. rooms, enclosed playground, etc.) for the program service objectives.

The Director will support the growth of the collaborative effort, and supervise all LSVC activities. Additionally, the Director will submit program evaluation information to local and national evaluators as required by the grantor.

Submit financial documentation for accounting as needed.

Maintain the confidentiality of individuals and families using the LSVC's services.

Local Court System

Submit referrals and relevant case information to LSVC, and follow-up on the outcome of the referrals.

Provide training for collaboration partners on the legal system and its role in working with victims of domestic violence, child abuse, sexual assault and stalking.

Continue to designate a representative and alternate representative to participate in the collaboration meetings.

County of _____

The County will act as the fiscal agent for the grant project and ensure compliance with the reporting requirements of the Violence Against Women Office. Additionally, the County will support the collaboration efforts of the project by providing a conference room for monthly partner meetings.

IV. Time Line

The roles and responsibilities described above are contingent on the LSVC receiving the funds requested for this project in the VAWO grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be MM/DD/YY through MM/DD/YY.

Approval

We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

**By _____
Director, Supervised Visitation Center**

**By _____
Director, Community Domestic Violence Agency**

Date _____

Date _____

**By _____
County Official**

**By _____
Local Court Representative**

Date _____

Date _____

Sample Letter of Collaboration

Dear VAWO Representative,

This letter confirms Community Domestic Violence Agency's (CDVA) intent to collaborate with the Supervised Visitation Center (SVC) to plan and develop visitation and exchange services for victims of domestic violence, child abuse, sexual assault, and stalking. As part of the planning process, CDVA intends to enter into a memorandum of understanding with SVC and all other partners to implement the supervised visitation plan. CDVA completed a needs assessment last year to determine the gaps in visitation and exchange service provision. The outcome of this assessment indicated a need for improved methods of providing supervised visitation and exchanges. The assessment confirmed that battered individuals and their children were at risk for further abuse because of the lack of safe supervision and exchange sites.

As a result of this assessment, CDVA is committed to supporting the SVC's Project Coordinator in creating a safe place for visitation and exchanges. CDVA's Executive Director will consult with the Project Coordinator to ensure that victim safety is not compromised by using the center. Additionally, CDVA staff members will have an opportunity to participate on a committee researching existing supervision centers and best practice methods with a domestic violence focus. A function of this committee is the development of a time-line and task plan for the implementation of a supervised visitation center. This committee will also provide training to all staff and volunteers hired to work in the center. As the project becomes more defined, CDVA intends to fulfill any other appropriate roles determined by the Project Coordinator and Executive Director.

After the center becomes operational, CDVA will provide training and consultation services on an as needed basis. CDVA will also refer clients to the center for supervised visitation and exchange services. The Executive Director and designated staff person will also participate on the SVC advisory board. CDVA is committed to the development and successful implementation of the Supervised Visitation Center.

Sincerely,

CDVA Executive Director

Appendix E

Budget Detail Worksheet and Sample Budget

OMB Approval No. 1121-0188

Expires 5-98

(Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position

Computation

Cost

TOTAL _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List nonexpendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contractors - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL ____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached.

If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Nonfederal Amount _____

SAMPLE

REVISED 03/13/02

Budget Detail Worksheet: Local or Tribal Implementation Grant

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Director	$(\$60,000 \times 100\% \times 2)$	\$120,000
3 Visitation Monitors	$(\$25,000 \times 50\% \times 2 \times 3)$	\$75,000

The Project Director will oversee all supervised visitation center(s) activity, provide supervision to the visitation monitors, and conduct case reviews on a monthly basis with project staff. The Project Director is also responsible for developing funding for the center. This individual will write monthly case reports and updates to be sent to judicial oversight committees. Visitation monitors will be present during child exchanges and visits between non-custodial parents and children. They will record details of the interactions between visiting family members, and submit that information to the Project Director.

TOTAL **\$195,000**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	$\$195,000 \times 7.65\%$	\$14,918
Retirement	$\$195,000 \times 6\%$	\$11,700
Health Insurance	$\$195,000 \times 12\%$	\$23,400
Workman's Compensation	$\$195,000 \times 1\%$	\$ 1,950
Unemployment Compensation	$\$195,000 \times 1\%$	\$ 1,950

TOTAL \$53,918

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	(\$560 x 4 people x 6 trips)	\$13,440
		Hotel	(\$100/night x 3 nights x 4 people x 6 trips)	\$7,200
		Meals	(\$50/day x 3 days x 4 people x 6 trips)	\$3,600
		Ground Transportation	(\$50/trip x 4 people x 6 trips)	\$1,200
		TOTAL		<u>\$25,440</u>

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 - Pentium III Processor	(\$2,500 x 2)	\$5,000
1 - Building Security System	(\$6,960 x 1)	\$6,960
3 - Metal Detector Wands	(\$250 x 3)	\$ 750

The computers will be used by the Project Director and Site Supervisor to record participant information, compose case notes and reports, and manage information on supervised visitation and safe exchange services. The building security system will be installed at the project site to ensure participant and staff safety. The metal detector wands will be used by the security staff and the site supervisor to inspect participants for weapons before they visit with or drop off children.

TOTAL \$12,710

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$55/mo x 24 mo)	\$1,320
Postage	(\$25/mo x 24 mo)	\$600
Training Materials		
- Parenting Class	(\$4/set x 100 sets)	\$400
Children's Books	(\$5 x 80 books)	\$400
Parenting Books	(\$20 x 15 books)	\$300
Snacks	(\$400/yr x 2 years)	\$800
Games, stuff animals, art supplies toys, and activities	Best Estimate	\$461

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the Site Supervisor and Project Director to conduct parenting classes for individuals who voluntarily participate in the program. The children's books will be available to family members for use during visits. The parenting books will be available to parents while they are at the center. Snacks will be made available to children who are visiting for more than one hour. One time purchase of games, toys, art supplies to be used by children that are waiting for parents.

TOTAL \$4,281

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL <u>\$0</u>		

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$250/day x 6 days)	\$1,500
John Doe	Personal Safety Trainer	(\$250/day x 6 days)	\$1,500
Security Guards	(2 guards @ \$13.00 per hour x		\$24,960

40 hrs per month x 24 months)

Licensed psychologist, specializing in domestic violence and child abuse cases, will supervise “therapeutic visits”, as needed. In addition, the psychologist will provide case consultation to center staff on a bi-weekly basis.

\$50 per hour x 3hrs per week x 104 weeks	\$15,600
\$50 per hour x 2hrs per biweekly x 26 weeks	\$5,200

Jane Doe, Domestic Violence Trainer, will be hired to assist with the education of new center staff, volunteers, local domestic violence advocates, court representatives, and law enforcement officers collaborating with the center. The training sessions will be held three times per year. John Doe, Personal Safety Trainer, will be hired to teach center staff and volunteers techniques for protecting themselves against physical assault and general safety tips. These training sessions will also be held three times per year. Independent security guards will be hired to support the center staff during visitation hours only.

Subtotal \$48,760

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$500 x 6 trips	\$3,000
Hotel and Meals		(\$100/day x 12 days)	\$1,200
Mileage		(\$.34/mile x 25 miles x 6)	\$51

Jane Doe is expected to make up to six trips to provide training and technical assistance to the project. She will have an additional day included for travel purposes. John Doe is a local trainer, and will travel to and from the center using his own vehicle. He is expected to make six trips to the center or designated training site.

Subtotal \$4,251

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Monthly 24hr. Security Monitoring of Security System (\$60 x 24)
--

\$1,440

24hour security monitoring with fire/police/panic alarm system.

Subtotal \$1,440

TOTAL \$54,451

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
		TOTAL <u>\$4,200</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		
		TOTAL <u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$195,000</u>
B. Fringe Benefits	<u>\$ 53,918</u>
C. Travel	<u>\$ 25,440</u>
D. Equipment	<u>\$12,710</u>
E. Supplies	<u>\$ 4,281</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 54,451</u>
H. Other	<u>\$ 4,200</u>
Total Direct Costs	<u>\$350,000</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$350,000</u>
Federal Request	<u>\$350,000</u>
Non-Federal Amount	<u>\$ NA</u>

SAMPLE

REVISED 3/18/02

Budget Detail Worksheet: Local or Tribal Planning Grant

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator	$(\$50,000 \times 50\% \text{ of time} \times 2)$	\$50,000

The Project Coordinator is responsible for program research, design, and development. This includes gathering information through site visits to existing programs, participation in relevant training sessions, and independent research on issues connected to supervised visitation and exchange services. The Project Coordinator is responsible for building a collaborative between the planned supervised visitation center, the local court system, area domestic violence victim advocates, child protective services providers, law enforcement and client/participant representatives. The Project Coordinator is responsible for locating a site to provide supervised visitation services. Additionally, this individual will hire and supervise all staff necessary for program implementation.

TOTAL	<u>\$50,000</u>
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B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	$\$50,000 \times 7.65\%$	\$3,825
Retirement	$\$50,000 \times 6\%$	\$3,000
Health Insurance	$\$50,000 \times 12\%$	\$6,000
Workman's Compensation	$\$50,000 \times 1\%$	\$500

Unemployment Compensation	$\$50,000 \times 1\%$	\$500
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TOTAL \$13,825

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	(\$575 x 6 people x 4 trips)	\$13,800
		Hotel	(\$100/night x 3 nights x 6 people x 4 trips)	\$ 7,200
		Meals	(\$46/day x 4 days x 6 people x 4 trips)	\$4,416
		Ground Transportation	(\$50/trip x 6 people x 4 trips)	\$1,200
Site Visits	Unknown	Airfare	(\$575 x 4 people x 3 trips)	\$6,900
		Hotel	(\$100/night x 2 nights x 4 people x 3 trips)	\$2,400
		Meals	(\$46/day x 3 days x 4 people x 3 trips)	\$1,656
		Ground Transportation	(\$50/trip x 3 people x 3 trips)	\$450
TOTAL				\$38,022

The Project Director is responsible for inviting representatives from the collaborative to attend conferences and training sessions sponsored by the Violence Against Women Office. The participant team should include individuals from the local courts, law enforcement, domestic violence advocates, community/family members, and child protection advocates. The Project Director and key members of the collaborative will conduct site visits at model supervised visitation programs.

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1 - Pentium III Processor (w/ printer)	(\$2,000 x 1)	\$2,500

The computer will be used by the Project Coordinator to produce correspondence supporting the supervised visitation center's development. A computer is critical in facilitating the creation and maintenance of a collaborative that supports supervised visitation and safe exchanges. Additionally, this computer will be linked to the Internet, providing access to information and people involved with supervised visitation around the world.

TOTAL \$2,500

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo. x 24 mo.)	\$1,200
Postage	(\$20/mo. x 24 mo.)	\$480
Collaborative Meeting Supplies	(\$60/mo. x 24 mo.)	\$1,440
Training Retreat Supplies	(\$250/day x 2 days x 4 retreats)	\$2,000
Training Curriculum	(\$349 x1) Best Estimate	\$349

Office supplies and postage are needed for general operations and program development. A meeting will be held each month for the collaborative members. The Training Retreats will be held throughout the first year of the collaborative. The purpose of these sessions is to familiarize all of the collaborative members with the elements involved with domestic violence and supervised visitation.

TOTAL \$5,469

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>\$0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$400/day x 2 days)	\$800
John Roe	Child Protective Services Trainer	(\$400/day x 2 days)	\$800
Phil Ma	Law Enforcement DV Response Unit Trainer	(\$400/day x 2 days)	\$800
Pam Mo	Local Court DV and Family Court Trainer	(\$400/day x 2 days)	\$800

Throughout the first year of planning, the collaboration members will meet for quarterly retreats. The purpose of these retreats is to educate the members about each group's role in eliminating domestic violence and providing safe supervised visitation services. Jane Doe will focus on domestic violence advocacy; John Roe will focus on child abuse and neglect issues; Phil Ma will focus on law enforcement and domestic violence; and, Pam Mo will focus on the court's role. Each training session will last two days.

Subtotal \$3,200

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Mileage		(\$.35/mile x 30 miles x 2 x 4)	\$84

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project. John Doe is a local trainer, and will travel to and from the center using his own vehicle. He is expected to make four trips to the center or designated training site.

Subtotal \$ 84

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	

Subtotal \$0

TOTAL \$3,284

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
Internet Service	(\$50/mo. x 24)	\$ 1,200
TOTAL		<u>\$ 5,400</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		
TOTAL		<u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$50,000</u>
B. Fringe Benefits	<u>\$ 13,825</u>
C. Travel	<u>\$ 38,022</u>
D. Equipment	<u>\$ 2,500</u>
E. Supplies	<u>\$ 5,469</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 3,284</u>
H. Other	<u>\$ 5,400</u>
Total Direct Costs	<u>\$118,500</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$118,500</u>
Federal Request	<u>\$118,500</u>
Non-Federal Amount	<u>\$ NA</u>

Appendix F

**Assurances
(Form 4000/3)**

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Appendix G

**Certifications Regarding Lobbying, Debarment, Suspension
and Other Responsibility Matters; and Drug-Free Workplace
Requirements**



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and Implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tler _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency:	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI)</i>	b. Individuals Performing Services <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
 - a. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
2. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Appendix H

Sample Non-Supplanting Letter

SAMPLE

[Applicant Letterhead]

[date]

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Dear Ms. Daniels:

[Applicant] certifies that any funds awarded through the Safe Havens: Supervised Visitation and Safe Exchange Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing training for law enforcement officers, prosecutors and relevant officials of Federal, State, tribal or local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]